



Invitation to Bid

PROJECT

**ENTRY PANEL REPLACEMENT
T. H. HARRIS AUDITORIUM
GRAMBLING STATE UNIVERSITY
GRAMBLING, LOUISIANA**

OWNER

**GRAMBLING STATE UNIVERSITY
FACILITIES MANAGEMENT & CAMPUS SERVICES
Grambling, LA 71245**

Mandatory Pre-Bid Conference: December 1, 2009 at 10:00 a.m.

Bid Opening: December 15, 2009 at 2:00 p.m.

Grambling State University
Purchasing Office Conference Room
403 Main Street
Old President's Residence
Grambling, LA 71245

ARCHITECTURAL

ARCHITECTURE +
300 Washington, Suite 400
Monroe, Louisiana 71201
(318) 387-2800

COMMISSION NUMBER 09055

DATE August 13, 2009

PROJECT MANUAL

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KNOW ALL PERSONS BY THESE PRESENTS: that _____, a _____, hereinafter called Principal, and _____, hereinafter called Surety, are held and firmly bound unto the **GRAMBLING STATE UNIVERSITY, GRAMBLING, LOUISIANA**, hereinafter called Owner, in the total aggregate penal sum of _____ Dollars (\$_____), in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with the OWNER, dated the ____ day of _____ 2009, a copy of which is hereto attached and made a part hereof for the construction of

**ENTRY PANEL REPLACEMENT
T. H. HARRIS AUDITORIUM
GRAMBLING STATE UNIVERSITY
GRAMBLING, LOUISIANA**

in accordance with plans and specifications issued by Architecture+ dated August 13, 2009.

NOW THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term thereof, and any extensions thereof which may be granted by the OWNER, or GOVERNMENT, with or without notice to the SURETY and during the one year guaranty period and if the PRINCIPAL shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the OWNER and GOVERNMENT from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the OWNER and GOVERNMENT all outlay and expense which the OWNER and GOVERNMENT may incur in making good any default, then this obligation shall be void, otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said SURETY, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to WORK to be performed thereunder or the SPECIFICATIONS accompanying same shall in any way affect its obligation on this BOND, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the WORK or to the SPECIFICATIONS.

PROVIDED, FURTHER, that it is expressly agreed that the BOND shall be deemed amended automatically and immediately, without formal and separate amendments hereto, upon amendment to the Contract not increasing the contract price more than 20 percent, so as to bind the PRINCIPAL and the SURETY to the full and faithful performance of the CONTRACT as so amended. The term "Amendment", wherever used in this BOND, and whether referring to this BOND, the Contract or the Loan Documents shall include any alteration, addition, extension, or modification of any character whatsoever.

PROVIDED FURTHER, that no final settlement between the OWNER or GOVERNMENT and the PRINCIPAL shall abridge the right of the other beneficiary hereunder, whose claim may be unsatisfied. The OWNER and GOVERNMENT are the only beneficiaries hereunder.

IN WITNESS WHEREOF, this instrument is executed in six (6) counterparts, each one of which shall be deemed an original, this the ____ day of _____, 2009.

ATTEST:

Principal

(Principal Secretary)

(SEAL)

BY _____

(Witness as to Principal)

(Address)

(Address)

Surety

ATTEST:

(Witness as to Surety)

BY _____
Attorney-in-Fact

(Address)

(Address)

NOTE: Date of BOND must not be prior to date of Contract. If CONTRACTOR is partnership, all partners should execute BOND.

IMPORTANT: Surety Companies executing BONDS must appear on the Treasury's Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Louisiana.

KNOW ALL PERSONS BY THESE PRESENTS: that _____, a _____, hereinafter called Principal, and _____, hereinafter called Surety, are held and firmly bound unto the **GRAMBLING STATE UNIVERSITY, GRAMBLING, LOUISIANA**, hereinafter called Owner, in the total aggregate penal sum of _____ Dollars (\$ _____), in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

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in accordance with plans and specifications issued by Architecture+ dated August 13, 2009.

NOW THEREFORE, if the PRINCIPAL shall promptly make payment to all persons, firms, and corporations furnishing materials for or performing labor in the prosecution of the WORK provided for in such contract, and any authorized extensions or modifications thereof, including all amounts due for materials, lubricants, oil, gasoline, coal and coke, repairs or machinery, equipment and tools, consumed or used in connection with the construction of such WORK, and for all labor cost incurred in such WORK including that by a SUBCONTRACTOR, and to any mechanic or materialman lienholder whether it acquires its lien by operation of State or Federal law; then this obligation shall be void, otherwise to remain in full force and effect.

PROVIDED, that beneficiaries or claimants hereunder shall be limited to the SUBCONTRACTORS, and persons, firms, and corporations having a direct contract with the PRINCIPAL or its SUBCONTRACTORS.

PROVIDED, FURTHER, that the said SURETY for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the WORK to be performed thereunder or the SPECIFICATIONS accompanying the same shall in any way affect its obligation on this BOND, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of this contract or to the WORK or to the SPECIFICATIONS.

PROVIDED, FURTHER, that no suit or action shall be commenced hereunder by any claimant: (a) Unless claimant, other than one having a direct contract with the PRINCIPAL shall have given written notice to any two of the following: The PRINCIPAL, the OWNER, or the SURETY above named within ninety (90) days after such claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be served by mailing the same by registered mail or certified mail, postage prepaid, in an envelope addressed to the

PRINCIPAL, OWNER, or SURETY, at any place where an office is regularly maintained for the transaction of business, or served in any manner in which legal process may be served in the state in which the aforesaid project is located, save that such service need not be made by a public officer. (b) After the expiration of one (1) year following the date of which PRINCIPAL ceased work on said CONTRACT, is being understood, however, that if any limitation embodied in the BOND is prohibited by any law controlling the construction hereof, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

PROVIDED, FURTHER, that it is expressly agreed that this BOND shall be deemed amended automatically and immediately, without formal and separate amendments hereto, upon amendment to the Contract not increasing the contract price more than 20 percent, so as to bind the PRINCIPAL and the SURETY to the full and faithful performance of the Contract as so amended. The term "Amendment", wherever used in this BOND and whether referring to this BOND, the contract or the loan Documents shall include any alteration, addition, extension or modification of any character whatsoever.

PROVIDED, FURTHER, that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

WITNESS WHEREOF, this instrument is executed in six (6) counterparts, each of which shall be deemed an original, this the ____ day of _____ 2009.

ATTEST:

(Principal Secretary)

Principal

(SEAL)

BY _____

(Address)

Witness as to Principal

(Address)

Surety

ATTEST:

Witness as to Surety

BY _____

Attorney-in-Fact

(Address)

(Address)

NOTE: Date of BOND must not be prior to date of Contract. If CONTRACTOR is partnership, all partners should execute BOND.

IMPORTANT: Surety Companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Louisiana.

DIVISION 00 SECTION 00 72 13 - GENERAL CONDITIONS OF THE CONTRACT

GENERAL

GOVERNING STANDARD AIA DOCUMENT

General: The American Institute of Architects (AIA) "General Conditions of the Contract for Construction", AIA Document Number A-201, Fifteenth Edition dated, 1997; Articles 1 through 14 inclusive, consisting of forty-four (44) printed pages, are hereby incorporated into and made as much a part of this Project Manual as if bound herein. A copy of the AIA A-201 "General Conditions of the Contract for Construction" is on file at the offices of the Architect and may be examined in that office.

* * * * *

End of Section 00 72 13

GENERAL**REFERENCE DOCUMENT**

General: The following supplements modify the "General Conditions of the Contract for Construction," AIA Document A201, Fifteenth Edition, 1997. Where a portion of the General Conditions is modified or deleted by these Supplementary Conditions, the unaltered portions of the General Conditions shall remain in effect.

AMENDED PROVISIONS

General: Any article or articles of the above noted AIA General Condition document that are supplemental by the provisions of this Section, the original provisions of such General Condition articles shall remain in effect and the supplementary provisions shall be considered as added thereto. Any General Condition article or portion thereof that is amended, voided or changed by the provisions of this Section, the original provisions of such General Condition articles that are not specifically so amended, voided, or changed shall remain in full effect. If any provision of the Supplementary Conditions are at variance or conflict with the provisions of the General Conditions, the provisions of the Supplementary Conditions shall govern. The AIA "General Conditions of the Contract of Construction" and the Supplementary Conditions shall apply to all work in every Division and/or Section of the Project Manual Specifications.

ARTICLE 1: GENERAL PROVISIONS

Add the following subparagraph to Paragraph 1.1.2 The Contract:

1.1.2.1 Subsequent to the award and within ten (10) days after the prescribed forms are presented for signature, the successful bidder shall execute and deliver to the Owner, a Contract in the form of the American Institute of Architect's Document A-101, Standard Form of Agreement Between Owner and Contractor, 1997 Edition. Copies of AIA Document A-101 may be examined or obtained at the Architect's office.

1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS

1.2.3 In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the following priorities.

1. The Agreement.
2. Addenda, with those of later date having precedence over those of earlier date.
3. The Supplementary Conditions.
4. The General Conditions of the Contract for Construction.
5. Drawings and Specifications.

Note: In the case of an inconsistency between Drawings and Specifications or within either Document not clarified by addendum, the better quality or greater quantity of Work shall be provided in accordance with the Architects interpretation.

Add following Paragraphs to Subarticle 1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS:

- 1.2.4 The Contractor shall provide all items, articles, materials, operations or methods listed, mentioned or scheduled either on the Drawings, or specified herein, or both, including all labor, materials, equipment and incidentals necessary and required for their completion.

- 1.2.5 Whenever the words "approved", "satisfactory", "directed", "submitted", "inspected", or similar words or phrases are used, it shall be assumed that the words "Architect or his representative" follows the verb as the object of the clause, such as "approved by the Architect or his representative".
- 1.2.6 All references to standard specifications or manufacturer's installation directions shall mean the latest edition thereof.

ARTICLE 2: OWNER

No Supplement.

ARTICLE 3: CONTRACTOR

Add following Paragraph to Subarticle 4.12 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES:

- 3.12.11 Contractor further agrees that if deviations, discrepancies, or conflict between shop drawings, samples, and product data and the Contract Documents in the form of Design Drawings and Specifications are discovered either prior to or after submittals are processed by the Architect, the Design Drawings and Specifications control and shall be followed.

ARTICLE 4: ADMINISTRATION OF THE CONTRACT

No Supplement.

ARTICLE 5: SUBCONTRACTORS

No Supplement.

ARTICLE 6: CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

Add following subarticle 6.4:

6.4 RIGHT OF OCCUPANCY:

- 6.4.1 The Owner shall have the rights, without prejudice to any other rights under the Contract, to store or set in place within the buildings, furniture, fixtures, and equipment, and to occupy any one or all buildings, before acceptance of the Project as a whole, provided such occupancy or use does not interfere with the progress of the Work.

ARTICLE 7: CHANGES IN THE WORK

No Supplement.

ARTICLE 8: TIME

Add following Subarticle 8.4:

8.4 TIME OF COMPLETION

- 8.4.1 Complete entire Project within time limits stated in Contractor's Bid, unless otherwise stipulated in Agreement.

ARTICLE 9: PAYMENTS AND COMPLETION

Add following Paragraph to Subarticle 9.3 APPLICATIONS FOR PAYMENT:

- 9.3.4 Agreement will provide that Contractor will be paid not more than 90% of estimated value of Work done, materials on site; payments to be made at intervals set forth in Agreement; remainder to be paid as described in Article 9 of the General Conditions of the Contract for Construction and as heretofore modified under this Section.

Add following Subparagraphs to Paragraph 9.8.1 under Subarticle 9.8 SUBSTANTIAL COMPLETION:

- 9.8.1.1 Upon Substantial Completion of the Work and on the recommendation of the Architect, the Owner shall accept the Work in accordance with the Certificate of Substantial Completion. The Owner shall sign the Certificate of Substantial Completion of the Work. The Contractor shall then cause the certificate to be "processed" in strict accordance with the respective State law and/or statute in effect at the date of Substantial Completion.
- 9.8.1.2 A complete release of all liens shall likewise then be presented to the Owner in strict compliance with State law and/or statute in effect at the date of Substantial Completion.

Add following Paragraph to Subarticle 9.8 SUBSTANTIAL COMPLETION:

- 9.8.3 The Contract and Bond shall be "processed" in strict accordance with respective State law and/or statute in effect at the date of Notice to Proceed. Neither the final payment nor any part of the retained percentage shall become due until the Contractor shall deliver to the Owner a release of liens as required in 9.8.1 above as well as any other certificates so required by respective State law and/or statute in effect at that time.

ARTICLE 10: PROTECTION OF PERSONS AND PROPERTY

No Supplement.

ARTICLE 11: INSURANCE AND BONDS

11.1 CONTRACTOR'S LIABILITY INSURANCE

11.1.1.1 Delete the semicolon at the end of Clause 11.1.1.1 and add:

, including private entities performing Work at the site and exempt from the coverage on account of number of employees or occupation, which entities shall maintain voluntary compensation coverage at the same limits specified for mandatory coverage for the duration of the Project;

11.1.1.2 Delete the semicolon at the end of Clause 11.1.1.2 and add:

or persons or entities excluded by statute from the requirements of Clause 11.1.1.1 but required by the Contract Documents to provide the insurance required by that Clause;

Add the following Subparaghs:

11.1.1.9 Liability Insurance shall include all major divisions of coverage and be on a comprehensive basis including:

1. Premises Operations (including X, C and U coverages as applicable).
2. Independent Contractors' Protective.
3. Products and Completed Operations.
4. Personal Injury Liability with Employment Exclusion deleted..

5. Contractual, including specified provision for Contractor's obligation under Paragraph 3.18.
6. Owned, non-owned and hired motor vehicles..
7. Broad Form Property Damage including Completed Operations.

11.1.1.10 If the General Liability coverages are provided by a Commercial General Liability Policy on a claims-made basis, the policy date or Retroactive Date shall predate the Contract; the termination date of the policy or applicable extended reporting period shall be no earlier than the termination date of coverages required to be maintained after final payment, certified in accordance with Subparagraph 9.10.2.

Add following information to Paragraph 11.1.2 under Subarticle 11.1 CONTRACTOR'S LIABILITY INSURANCE:

Insurance shall be maintained with a reliable company (having at least "IV" or better financial rating and "A+" or better general policy holder's rating according to the latest A.M. Best report) of Contractor's choice, acceptable to, approved by Owner, authorized to do business in the state where project is located. Contractor shall require his subcontractors to carry like insurance (with adequate limits) to that referred to under this heading.

Add the following Clause 11.1.2.1 to 11.1.2

11.1.2.1 The insurance required by Subparagraph 11.1.1 shall be written for not less than the following limits, or greater if required by law:

1. Workmen's Compensation and Employer's Liability Insurance: Statutory workmen's compensation and occupational disease insurance covering Contractor's liability according to the laws of the states having jurisdiction; employer's liability insurance with minimum limits of \$100,000.00; policy extended to include waiver of subrogation to the Owner.
2. Comprehensive General Liability Insurance: For not less than the following limits of liability

Bodily Injury:	\$500,000.00 each occurrence
	\$500,000.00 aggregate
Property Damage:	\$250,000.00 each occurrence
	\$250,000.00 aggregate

Include following coverage:

 - a. Completed Operations Coverage for not less than two (2) years.
 - b. Blanket Contractual Liability to cover indemnity agreement in accordance with Article 4.18 of the General Conditions of the Contract for Construction.
 - c. Waiver of all "XCU" exclusions.
 - d. Broad Form Property Damage and Personal Injury Liability.
 - e. Owner shall be named as additional insured.
3. Comprehensive Automobile Liability Insurance: For not less than the following limits of liability.

Bodily Injury	\$ 500,000.00 each person
	\$1,000,000.00 each occurrence
Property Damage	\$ 100,000.00 each occurrence

Include Hired car and Non-Ownership Coverage. Owner shall be named as additional insured.
4. Excess Umbrella Policy: \$1,000,000.00 limit of liability. Owner shall be named as additional insured.

Add following Subparagraph to Paragraph 11.4.1 under Subarticle 11.4 PROPERTY INSURANCE:

- 11.4.1.1 Builders Risk Insurance with extended coverage and "All Risk" coverage will be purchased, maintained by Owner as described in paragraph 11.3.1 of the General Conditions of the Contract for Construction. Contractor shall advise Owner of date on which Contract Work will commence so that Owner may obtain such insurance.

Under Subarticle 11.4 PROPERTY INSURANCE; revise Paragraph 11.4.4 to read as follows:

- 11.4.4 The Owner shall file a Certificate of Insurance on all policies with the Contractor before exposure to loss may occur.

11.5 PERFORMANCE BOND AND PAYMENT BOND

Under Subarticle 11.5 PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND; revise Paragraph 11.5.1 to read as follows:

- 11.5.1 The Contractor simultaneously with the signing of the Contract, agrees to furnish or, at the option of the Owner, agrees to permit the Owner to secure Bonds in the full amount of the Contract written by an underwriter satisfactory to the Owner. The Bonding Company shall have at least an A-XV rating or better by A.M. Best report unless otherwise approved by Owner. The Bond will warranty and condition for full complete and faithful performance of this Contract by the Contractor and for the payment of claims for labor performed or materials furnished in connection herewith, all in accordance with the terms of the Bond. The premium for the Bond will be paid by the Owner. In order to facilitate the securing of such Bonds, the Contractor agrees to sign the required application prior to the execution of the Contract and furnish a financial statement and other information and such financial warranties as are necessary for the securing of said Bonds. A copy of the application form may be examined or obtained at the office of the Architects.

ARTICLE 12: UNCOVERING AND CORRECTION OF WORK

No Supplement.

ARTICLE 13: MISCELLANEOUS PROVISIONS

No Supplement.

ARTICLE 14: TERMINATION OR SUSPENSION OF THE CONTRACT

No Supplement.

* * * * *

End of Section 00 73 00

PART ONE - GENERAL**RELATED DOCUMENTS**

General: Bidding and/or Negotiations Requirements, General Conditions of the Contract, Supplementary Conditions, pertinent portions of sections in Division 1 of the Project Specifications and the Drawings shall apply to the Work of this Section.

PROJECT IDENTIFICATION

General: This Project is the construction of ENTRY PANEL REPLACEMENT, T. H. HARRIS AUDITORIUM, GRAMBLING STATE UNIVERSITY, GRAMBLING, LOUISIANA. Dated: August 13, 2009 Prepared by: Architecture+, Monroe, LA., and all other work indicated on the Drawings and specified in the Project Manual to complete the Project.

RELATED REQUIREMENTS

General: Following related requirements are included in other sections:

- A. Additional Requirements of all Parties to Contract: Section 00700 and Section 00800

CONTRACTS

General Contract: Construct Work of this Project under a single fixed-price Contract.

WORK SEQUENCE

General: Construct Work in a sequence to accommodate Owner's partial use of premises during construction period; coordinate construction schedule and operations with Architect and Owner.

CONTRACTOR'S USE OF PREMISES

Storage: Contractor assume full responsibility for protection and safekeeping of products under this Contract and stored on Project site. Contractor move any stored products, under this Contractor's control, which interfere with operations of Owner and/or separate contractor.

Additional Storage: Contractor shall obtain and pay for use of additional storage or work areas needed for construction operations.

PART TWO - PRODUCTS - (Not Applicable)**PART THREE - EXECUTION** - (Not Applicable)

* * * * *

End of Section 01 11 00

DIVISION 01

SCHEDULE OF VALUES

SECTION 01 29 73 -

PART ONE - GENERAL

RELATED DOCUMENTS

General: Bidding and/or Negotiation Requirements, General Conditions of the Contract, Supplementary Conditions, pertinent portions of sections in Division 1 of the Project Specifications and the Drawings shall apply to the Work of this Section.

WORK INCLUDED

Scope: At preconstruction conference, Contractor shall submit to Architect a Schedule of Values as specified herein.

RELATED REQUIREMENTS

General: Following Related Requirements are included or specified in other sections.

- A. Payments to Contractor: Section 00 72 13 and Section 00 73 00.

FORM AND CONTENT OF SCHEDULE OF VALUES

Form: Schedule of Values form to be submitted on 8-1/2 inch by 11 inch white paper.

Contents: Use Table of Contents of this Project Manual as a basis for Schedule of Values format for listing costs of work for sections under Division 1 through Division 16. Use each section number under each Division for subtitles. Each section shall be subdivided into separate line items for total cost (with overhead and profit) of separate items in each section.

Values: Round off cost figures to nearest ten (10) dollars. Total of all items shall equal total Contract Sum.

USE OF SCHEDULE OF VALUES

General: This Schedule of Values, when reviewed and accepted by Architect, shall be used only as a basis for Contractors application for payment.

PART TWO - PRODUCTS - (Not Applicable)

PART THREE - EXECUTION - (Not Applicable)

* * * * *

End of Section 01 29 73

DIVISION 01

PROJECT MEETINGS

SECTION 01 31 19 -

PART ONE - GENERAL

RELATED DOCUMENTS

General: Bidding and/or Negotiation Requirements, General Conditions of the Contract, Supplementary Conditions, pertinent portions of sections in Division 1 of the Project Specifications and the Drawings shall apply to the Work of this Section.

WORK INCLUDED

Scope: To enable orderly review during progress of Work, and to provide for systematic discussion of problems, Architect will conduct Project Meetings throughout construction period.

RELATED WORK

General: Contractor's relations with his subcontractors and material suppliers, and discussions relative thereto, are Contractor's responsibility and are not part of Project Meetings' content.

QUALITY ASSURANCE

General: Persons designated by Contractor to attend and participate in Project Meetings shall have all required authority to commit Contractor to solutions agreed upon in Project Meetings.

SUBMITTALS

Agenda Items: To maximum extent practicable, advise Architect at least 24 hours in advance of Project Meetings regarding all items to be added to agenda.

Minutes: Contractor shall compile minutes of each Project Meeting and will furnish five (5) copies to Architect. Contractor may make and distribute such other copies as he wishes.

PART TWO - PRODUCTS - (Not Applicable)

PART THREE - EXECUTION

MEETING SCHEDULE

General: Except as noted below for Preconstruction Meeting and Preroofing Meeting, Project Meetings will be held once a month. Coordinate as necessary to establish mutually acceptable schedule for meetings. Architect may call for a Project Meeting at Owner's request.

MEETING LOCATION

General: To maximum extent practicable, meetings will be held at Project site.

PRECONSTRUCTION MEETING

General: Preconstruction Meeting will be scheduled within ten days after Owner has issued Notice to Proceed. Provide attendance by authorized representative of Contractor and all major subcontractors. Architect will advise Owner and other interested parties and request their attendance.

Minimum Agenda: Distribute data on, and discuss:

- A. Organizational arrangement of Contractor's forces and personnel, and those of subcontractors, material suppliers, and Architect.
- B. Channels and procedures for communications.
- C. Construction schedule, including sequence of critical work.
- D. Contract Documents, including distribution of required copies of original Documents and Revisions.
- E. Processing of Shop Drawings and other data submitted to Architect for review.
- F. Processing for field decisions and Change Orders.
- G. Rules and regulations governing performance of Work.
- H. Procedures for safety and first aid, security, quality control, housekeeping, and other related matters.

PROJECT MEETINGS

Attendance: To maximum extend practicable, assign same person or persons to represent Contractor at Project Meetings throughout progress of Work. Subcontractors, material suppliers, and others may be invited to attend those project meetings in which their aspects of Work are involved.

Minimum Agenda:

- A. Review, revise as necessary, and approve minutes of previous meeting.
- B. Review progress of Work since last meeting, including status of submittals for approval.
- C. Identify problems which impede planned progress.
- D. Develop corrective measures and procedures to regain planned schedule.
- E. Complete other current business including review of Contractor's current Request for Payment.

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End of Section 01 31 19

DIVISION 01 SECTION 01 33 23 - SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

PART ONE - GENERAL

RELATED DOCUMENTS

General: Bidding and/or Negotiation Requirements, General Conditions of the Contract, Supplementary Conditions, pertinent portions of sections in Division 1 of the Project Specifications and the Drawings shall apply to the Work of this Section.

WORK INCLUDED

Scope: Submit Shop Drawings, Product Data and Samples as required by Contract Documents in accordance with requirements specified herein.

RELATED REQUIREMENTS

General: Following Related Requirements are included as specified in other sections.

- A. Definitions, and Additional responsibilities of Parties to Contract: Section 00 72 13 and Section 00 73 00.
- B. Record Documents: Section 01 78 00

Schedule: Designate in construction schedule, or in a separate coordination schedule, dates for submission and dates reviewed Shop Drawings, Product Data and Samples will be needed.

SHOP DRAWINGS

General: Where Shop Drawings are required for submittal under individual sections, drawings shall be submitted and presented in clear and thorough manner as follows:

- A. **Drawings:** Provide Shop Drawings identified by reference to appropriate Specification Section with all information required in accordance with submittal requirements found under individual sections of Project Manual Specifications.
- B. **Details:** Details shall be identified by reference to sheet and detail, schedule or room numbers shown on Contract Drawings.
- C. **Required Number:** One (1) set in reproducible form (PDF Format) on CD or DVD and two (2) bond sets of prints.
 - 1. Submit prints to Architect rolled in tube; do not fold. Send CD's or DVD's in proper mailing package to prevent damage.

Corrections: Architect will mark corrections, comments and reproducible sepias and return required number of prints of marked up sepias.

Resubmittals: If directed, submit one (1) set of corrected Shop Drawings in reproducible form PDF Format on CD or DVD.

Note: Multiple project submittals will not be allowed. Provide shop drawings for each individual project.

PRODUCT DATA

General: Where Product Data, brochures, descriptive literature, color charts, etc. are required for submittal under individual sections, submit as follows:

- A. **Preparation:**
 - 1. Clearly mark each copy to identify Specification Section and pertinent products or models.
 - 2. Show performance characteristics and capacities.
 - 3. Show dimensions and clearances required.
 - 4. Show wiring or piping diagrams and controls.
- B. **Required Number:** Submit six (6) copies.

Note: Multiple project submittals will not be allowed. Provide product data for each individual project.

Notice: Fax submittals of product data will not be allowed unless Architects allows in special circumstances.

SAMPLES

General: Where samples are required for submittal under individual sections, submit as follows:

- A. **Office Samples:** Samples shall be of sufficient size and quantity to clearly illustrate.
 - 1. Functional characteristics of product, with integrally related parts and attachment devices.
 - 2. Full range of color, texture and pattern.
 - 3. Provide required number as specified in respective Section.
- B. **Field Samples:**
 - 1. Contractor shall erect, at Project site, at a location acceptable to Architect.
 - 2. Size or area; that specified in respective sections.
 - 3. Fabricate each sample and mock-up complete and finished as specified in respective sections.
 - 4. Remove mock-ups at conclusion of Work or when acceptable to Architect as specified in respective section.

Note: Multiple project submittals will not be allowed. Provide samples for each individual project.

CONTRACTOR RESPONSIBILITIES

General: Contractor's responsibilities for submittals shall be as follows:

- A. **Review:** Contractor to review Shop Drawings, Product Data and Samples prior to submission to Architect.
- B. **Determine and Verify:**
 - 1. Field measurements.
 - 2. Field construction criteria.
 - 3. Catalog numbers and similar data.
 - 4. Conformance with Project Specifications.
- C. **Note:** Begin no fabrication or work which requires submittals until return of submittals with Architect's approval, unless such approval is waived in writing by Architect.

SUBMISSION REQUIREMENTS

General: Make Submittals promptly in accordance with approved schedule, and in such sequence as to cause no delay in Work.

Submittal Contents: Submittals shall include a cover sheet or title page which shall show following information:

- A. Date of submission and dates of any previous submissions.
- B. Project Title and Architect's Commission number.
- C. Names of:
 - 1. Contractor
 - 2. Supplier
 - 3. Manufacturer
- D. Identification of product by Project Manual Specification section number.
- E. Field dimensions, clearly identified as such.
- F. Applicable standards, such as A.S.T.M.
- G. Identification of deviations from Contract Documents.
- H. Contractor's stamp, initialed or signed, certifying to review of submittal, verification of products, field measurements and field construction criteria, and coordination of information within submittal with requirements. Submittals which have not been stamped and certified by the Contractor, will be returned without further review, at Contractor's expense.

RESUBMISSION REQUIREMENTS

General: Make any corrections or changes in submittals required by Architect and resubmit until approved. Resubmission requirements are same as noted above for submissions with following addition requirements:

- A. Shop Drawings and Product Data:
 - 1. Revise initial changes or data, and resubmit.
 - 2. Indicate any revisions on resubmittals.
 - 3. Indicate any changes which have been made other than those requested by Architect.
- B. Samples: Submit new samples as required for initial submittal.

DISTRIBUTION

Shop Drawings and Product Data: Distribute reproductions of Shop Drawings and copies of Product Data which carry Architect's stamp of approval to:

- A. Job site file.
- B. Record Documents file.
- C. Subcontractors.
- D. Supplier or Fabricator.
- E. Other affected contractors or subcontractors.

Samples: Distribute approved samples as directed by Architect.

ARCHITECT DUTIES

General: Architect to review submittals with reasonable promptness and in accord with schedule. Architect to approval stamp and initial or signature, and indicate approval of submittal or requirements for resubmittal. Architect to return to Contractor for distribution, or for resubmission.

PART TWO - PRODUCTS - (Not Applicable)

PART THREE - EXECUTION - (Not Applicable)

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End of Section 01 33 23

DIVISION 01 AND STANDARDS

SECTION 01 42 15 - DEFINITIONS

PART ONE - GENERAL

RELATED DOCUMENTS

General: Bidding and/or Negotiations Requirements, General Conditions of the Contract, Supplementary Conditions, pertinent portions of sections in Division 1 of the Project Specifications and the Drawings shall apply to the Work of this Section.

DEFINITIONS

General Explanation: A substantial amount of specification language constitutes definitions for terms found in other Contract Documents, including Drawings, which must be recognized as diagrammatic in nature and not completely descriptive of requirements indicated thereon. Certain terms used in Contract Documents are defined generally in this article. Definitions and explanations of this section are not necessarily either complete or exclusive, but are general for Work to extent not stated more explicitly in another provision of Contract Documents.

- A. **General Requirements:** Provisions or requirements of DIVISION 1 Sections. General Requirements apply to entire work of Contract and, where so indicated, to other elements which are included in Project.
- B. **Indicated:** Term "indicated" is a cross-reference to details, notes or schedules on Drawings, to other paragraphs or schedules in specifications, and to similar means of recording requirements in Contract Documents. Where terms such as "shown", "noted", "scheduled", and "specified" are used in lieu of "indicated", it is for purpose of helping reader locate cross-reference, and no limitation of location is intended except as specifically noted.
- C. **Directed, Requested, etc.:** Where not otherwise explained, terms such as "directed", "requested", "authorized", "selected", "directed by Architect", "requested by Architect", etc. However, no such implied meaning will be interpreted to extend Architect's responsibility into Contractor's area of construction supervision.
- D. **Approve:** Where used in conjunction with Architect's response to submittals, requests, applications, inquiries, reports and claims by Contractor, meaning of term "approved" will be held to limitations of Architect's responsibilities and duties as specified in General and Supplementary Conditions. In no case will "approval" by Architect be interpreted as a release of Contractor from responsibilities to fulfill requirements of Contract Documents.
- E. **Furnish:** Except as otherwise defined in greater detail, term "furnish" is used to mean supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, etc., as applicable in each instance.
- F. **Install:** Except as otherwise defined in greater detail, term "install" is used to describe operations at Project site including unloading, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning and similar operations, as applicable in each instance.
- G. **Provide:** Except as otherwise defined in greater detail, term "provide" means furnish and install, complete and ready for intended use, as applicable in each instance.
- H. **Installer:** Entity (person or firm) engaged by Contractor or its subcontractor or sub-subcontractor for performance of a particular unit of work at Project site, including installation, erection, application and similar required operations. It is a general requirement that such entities (Installers) be expert in operations they are engaged to perform.
- I. **Testing Laboratory:** An independent entity engaged to perform specific inspections or tests of Work, either at Project site or elsewhere; and to report and (if required) interpret results of those inspections or tests.

INDUSTRY STANDARDS

General Applicability of Standards: Applicable standards of construction industry have same force and effect (and are made a part of Contract Documents by reference) as if copied directly into Contract Documents, or as if published copies were bound herewith.

- A. Referenced standards (referenced directly in Contract Documents or by governing regulations) have precedence over non-referenced standards, which are recognized in industry for applicability to work.

Publication Dates: Except as otherwise indicated, where compliance with an industry standard is required, comply with standard in effect as of date of Contract Documents.

Copies of Standards: Provide where needed for proper performance of the work; obtain directly from publication sources.

Abbreviations and Names: Where acronyms or abbreviations are used in specifications or other Contract Documents they are defined to mean industry recognized name of trade association, standards generating organization, governing authority or other entity applicable to context of text provision. Refer to "Encyclopedia of Associations", published by Gale Research Co., available in large libraries.

GOVERNING REGULATIONS/AUTHORITIES

General: Procedure followed by Architect has been to contact governing authorities where necessary to obtain information needed for purpose of preparing Contract Documents recognizing that such information may or may not be of significance in relation to Contractor's responsibilities directly for necessary information and decisions having a bearing on performance of Work. Contractor shall contact governing authorities directly for necessary information and decisions having a bearing on performance of work of this Project.

SUBMITTALS

General: Submit in accordance with requirements of Section 01340 - "Submittals and Shop Drawings".

Permits, Licenses and Certificates: For Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, and similar documents, correspondence and records established in conjunction with compliance with standards and regulations bearing upon performance of Work.

PART TWO - PRODUCTS - (Not Applicable)

PART THREE - EXECUTION - (Not Applicable)

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End of Section 01 42 15

DIVISION 01 AND CONTROLS

SECTION 01 50 00 - TEMPORARY FACILITIES

PART ONE - GENERAL

RELATED DOCUMENTS

General: Bidding and/or Negotiations Requirements, General Conditions of the Contract, Supplementary Conditions, pertinent portions of sections in Division 1 of the Project Specifications and the Drawings shall apply to the Work of this Section.

WORK INCLUDED

Scope: Provide Temporary Facilities and Controls required for this Project including, but not limited to:

- A. Temporary utilities such as heat, water, electricity and telephone.
- B. Field offices and sheds.
- C. Sanitary facilities.
- D. Enclosures such as tarpaulins, barricades, and canopies.
- E. Fencing of Construction area.

RELATED REQUIREMENTS

General: Following related requirements are included or specified in other sections.

- A. Additional requirements of Contractor for Temporary Facilities and Controls: Section 00 72 13 and Section 00 73 00.
- B. Use of Project site: Section 01 11 00.
- C. Protection of Project reference points: Section 01 71 23.11.
- D. Permanent installation and hook-up of various utility lines are described in pertinent sections of Divisions 21, 22, 26, 27, 28, 33.

Note: Except that all equipment furnished by subcontractors shall comply with all requirements of pertinent safety regulations; ladders, planks, hoists, and other similar items of construction equipment normally furnished by individual trades in execution of their own portions of Work are not part of this Section.

MAINTENANCE OF FACILITIES

General: Use all means necessary to maintain temporary facilities and controls in proper and safe condition throughout progress of Work.

PART TWO - PRODUCTS

FIELD OFFICES AND FACILITIES

General: All temporary field offices and facilities shall be subject to approval by Architect.

Temporary Toilets: Provide and maintain temporary toilets as necessary for all construction personnel. Keep toilets in sanitary condition. Locate temporary toilets as directed, relocate inside building or connect to sewer as soon as progress of Work will allow. Remove from Project site when Work is completed; leave premises clean.

Temporary Storage: Provide temporary sheds or trailers adequate in size for all materials and supplies that require protected storage as required for performance of the Work. Remove from Project site upon completion of Work.

ENCLOSURES

General: Furnish, install, and maintain for duration of construction all required scaffolds, tarpaulins, barricades, canopies, warning signs, steps, bridges, platforms, and other temporary construction necessary for proper completion of Work in compliance with all safety and other regulations.

PROJECT SIGNS

General: Allow no signs or advertising of any kind on Project site except as specifically approved in advance by Architect.

CONSTRUCTION FENCING

General: Provide temporary fencing as indicated and specified herein.

General Security Fence: Provide temporary chain link type fence not less than 8'-0" in height, complete with metal posts and all required bracing, with truck and pedestrian gates as required and/or indicated. Upon completion of Project, remove such temporary fencing and patch or fill post holes as required.

PART THREE - EXECUTION

MAINTENANCE AND REMOVAL

General: Maintain all Temporary Facilities and Controls as long as needed for safe and proper completion of Work. Remove all such Temporary Facilities and Controls as rapidly as progress of Work will permit, or as directed by Architect.

* * * * *

End of Section 01 50 00

DIVISION 01 AND EQUIPMENT

SECTION 01 61 00 - MATERIALS

PART ONE - GENERAL

RELATED DOCUMENTS

General: Bidding and/or Negotiation Requirements, General Conditions of the Contract, Supplementary Conditions, pertinent portions of sections in Division 1 of the Project Specifications and the Drawings shall apply to the Work of this Section.

WORK INCLUDED

Scope: Provide materials and equipment that are indicated and/or specified to be incorporated into Work as follows:

- A. Conform to applicable specifications and standards.
- B. Comply with size, make, type, and quality indicated and/or specified or as specifically approved in writing by Architect.
- C. Manufactured and Fabricated Products:
 - 1. Design, fabricate and assemble in accordance with best engineering and shop practices.
 - 2. Manufacture like parts of duplicate units to standard sizes and gauges, to be interchangeable.
 - 3. Two or more items of same kind shall be identical and by same manufacturer.
 - 4. Products shall be suitable for service conditions.
 - 5. Equipment capacities, sizes and dimensions shown or specified shall be adhered to unless variations are specifically approved by Architect in writing.
- D. Do not use materials or equipment for any purpose other than that for which it is designed or is specified.

RELATED REQUIREMENTS

General: Following related requirements are included or specified in other sections:

- A. Responsibilities of all Parties to the Contract: Section 00 72 13 and Section 00 73 00
- B. Summary of Work: Section 01 11 00
- C. Submittals and Shop Drawings: Section 01 33 23
- D. Substitutions and Product Options: Section 01 62 00
- E. Operating & maintenance data: Section 01 78 00
- F. Cleaning: Section 01 74 00

MANUFACTURER'S INSTRUCTIONS

General: When Contract Documents require that installation of various products used in Project be installed in compliance with manufacturer's printed instructions, Contractor shall execute that portion of the Work as follows:

- A. **Distribution:** Obtain and distribute copies of such instructions to parties involved in each products installation including two (2) copies to Architect. Maintain one set of complete instructions at jobsite during installation. Include one complete set of instructions with Project Record Documents.
- B. **Execution:** Handle, install, connect, clean, condition and adjust products in strict accordance with such instructions and in conformance with specified requirements.

1. Should job conditions or specified requirements conflict with manufacturer's instructions, consult with Architect for further instructions.
 2. Do not proceed with Work without clear instructions.
 3. Perform Work in accordance with manufacturers instructions. Do not omit any preparatory step or installation procedure unless specifically modified or exempted by Contract Documents.
- C. Inspection: Manufacturer's printed installation instructions which, when specified and approved by Architect, shall become basis for inspecting and accepting or rejecting actual installation methods used on Work.

TRANSPORTATION AND HANDLING

General: Arrange deliveries of products in accordance with construction schedules, coordinate with Work and condition at Project site as follows:

- A. Deliver products in undamaged condition, in manufacturer's original containers or packaging, with identifying labels intact and legible.
- B. Immediately on delivery, inspect shipments to assure compliance with requirements of Contract Documents and approved submittals, and that products are properly protected and that they are undamaged.
- C. Provide equipment and personnel to handle product by methods to prevent soiling or damage to products or packaging.

STORAGE AND PROTECTION

Storage: Store products in accordance with manufacturer's instructions, with seals and labels intact and legible, as indicated in various other sections and as follows:

- A. Storage: Store products subject to damage by elements in weathertight enclosures.
- B. Temperature: Maintain temperature and humidity within ranges covered by manufacturer's instructions.
- C. Exterior Storage: Provide exterior storage as follows:
 1. Store fabricated products above ground, on blocking or skids, prevent soiling or staining. Cover products which are subject to deterioration with impervious sheet coverings, provide adequate ventilation to avoid condensation.
 2. Store loose granular materials in well-drained area on solid surfaces to prevent mixing with foreign matter.
- D. Inspection: Arrange storage in manner to provide easy access for inspection. Make periodic inspections of stored products to assure that products are maintained under specified conditions and that products are free from damage or deterioration.

Protection after Installation: Provide substantial covering as necessary to protect installed products from damage from traffic and/or subsequent construction operations. Remove when no longer needed.

PART TWO - PRODUCTS - (Not Applicable)

PART THREE - EXECUTION - (Not Applicable)

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End of Section 01 61 00

DIVISION 1 SECTION 01 62 00 - SUBSTITUTIONS AND PRODUCT OPTIONS

PART ONE - GENERAL

RELATED DOCUMENTS

General: Bidding and/or Negotiation Requirements, General Conditions of the Contract, Supplementary Conditions, pertinent portions of sections in Division 1 of the Project Specifications and the Drawings shall apply to the Work of this Section.

RELATED REQUIREMENTS

General: Following related requirements are included or specified in other sections:

- A. Responsibilities of all Parties of Contract: Section 00 72 13 and Section 00 73 00
- B. Submittals and Shop Drawings: Section 01 33 23

SUBSTITUTIONS AND PRODUCT OPTIONS

Product List: Within 120 days after Contract Date, submit to Architect a complete list of major products proposed to be used, with name of manufacturer and installing subcontractor.

Contractor's Options:

- A. For products or methods specified only by commercial standard, reference standard, Federal Specification, trade association standards or other similar standards; select any product or method meeting that standard. Where this Specification requires a better quality than such standard, these Project Specifications shall govern.
- B. For products specified by naming several products or manufacturers, select any one of products or manufacturers named, which complies with this Project Specification.
- C. For products specified by naming one or more products, methods or manufacturers and "or equal", Contractor must submit a request as for substitutions for any product or method or manufacturer not specifically named.

Note: Where proprietary products or methods are specified for one use, the intention is to establish a standard of quality, performance and/or size and not to exclude any other products of equal merit unless stated otherwise.

Substitutions: For products specified as above, Bids shall be based on products named in Project Manual, or on items which Architect has designated as an "approved equal". A product not named in Project Manual or that is not approved by Architect will only be acceptable when such product meets all other requirements of Project Specifications, including specifications of originally specified products' manufacturer as of date of Contract Documents.

Requests for Substitutions: Requests for Architects approval of a product as equal will not be considered unless sufficient data for evaluation is received by Architect.

Submittals: Submit a separate request for each Product, supported with complete data, with drawings, cut sheets and samples as appropriate, including:

- A. Comparison of qualities of proposed substitution with that of specified product.
- B. Changes required in other elements of the Work because of substitution.
- C. Effect on construction schedule.
- D. Cost data comparing proposed substitution with product specified.
- E. Availability of maintenance service, and source of replacement parts.

Contractor's Representation: Contractor's substitution of a product constitutes a representation that Contractor:

- A. Has investigated proposed product and determined that it is equal or superior in all respects to that specified.
- B. Will provide same warranties or bonds for substitution as for product specified.
- C. Will coordinate installation of an accepted substitution into Work, and make such other changes as may be required to make Work complete in all respects.
- D. Waives all claims for additional costs, under his responsibility, which may subsequently become apparent.

Approval: Architect shall be judge of acceptability of proposed substitutions. Architect will review requests for substitutions with reasonable promptness, and notify Contractor, in writing, of decision to accept or reject requested substitution.

Notice: Architect's approval of an item for a previous project does not constitute approval for this Project.

PART TWO - PRODUCTS - (Not Applicable)

PART THREE - EXECUTION - (Not Applicable)

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End of Section 01 62 00

DIVISION 01 REQUIREMENTS

SECTION 01 70 10 - PROJECT CLOSEOUT

PART ONE - GENERAL

RELATED DOCUMENTS

General: Bidding and/or Negotiations Requirements, General Conditions of the Contract, Supplementary Conditions, pertinent portions of sections in Division 1 of the Project Specifications and the Drawings shall apply to the Work of this Section.

WORK INCLUDED

Scope: Comply with Project Closeout Requirements stated herein and in General Conditions of Contract for administrative procedures in closing out Work of Project.

RELATED REQUIREMENTS

General: Following related requirements are included or specified in other sections:

- A. Responsibilities of all Parties to Contract: Section 00 72 13 and Section 00 73 00
- B. Partial Owner Occupancy: Section 01 11 00
- C. Cleaning: Section 01 70 10
- D. Warranties: Section 01 78 00
- E. Closeout submittals required of Trades: Respective sections of Project Manual Specifications.

SUBSTANTIAL COMPLETION

General: When Contractor considers Work is substantially complete, he shall submit to Architect:

- A. A written notice that Work, or designated portion thereof, is substantially complete.
- B. A list of items to be completed or corrected.

Inspection: Within a reasonable time after receipt of such notice, Architect will make an inspection to determine status of completion.

Reinspection: Should Architect determine that Work is not substantially complete:

- A. Architect will promptly notify Contractor in writing, giving reasons therefor.
- B. Contractor shall remedy deficiencies in Work, and send a second written notice of substantial completion to

Architect.

- C. Architect will reinspect Work.

Closeout: When Architect concurs that Work is substantially complete, he will:

- A. Prepare a Certificate of Substantial Completion on AIA Form G704, accompanied by Contractor's list of items to be completed or corrected, as verified and amended by the Architect.
- B. Submit the Certificate to Owner and Contractor for their written acceptance of responsibilities assigned to them in Certificate.

FINAL INSPECTION

General: When Contractor considers Work is complete, he shall submit written certification that:

- A. Contract Documents have been reviewed.
- B. Work has been inspected for compliance with Contract Documents.
- C. Work has been completed in accordance with Contract Documents.
- D. Equipment and systems have been tested in presence of Owner's representative and are operational.
- E. Work is completed and ready for final inspection.

Inspection: Architect will make an inspection to verify status of completion with reasonable promptness after receipt of such certification.

Reinspection: Should Architect consider that Work is incomplete or defective:

- A. Architect will promptly notify Contractor in writing, listing incomplete or defective work.
- B. Contractor shall take immediate steps to remedy stated deficiencies, and send a second written certification to Architect that Work is complete.
- C. Architect will reinspect Work.

Closeout: When Architect finds that Work is acceptable under Contract Documents, he shall request Contractor to make closeout submittals.

SUBMITTALS

General: Contractor shall submit all required closeout submittals in accordance with requirements of Section 01340 - "Shop Drawings and Submittals" unless stated otherwise herein.

Certifications: Submit to Architect three (3) copies of all certifications under individual headings and sections of Project Specifications; including but not limited to following list:

- A. Certificate of Occupancy
- B. Certificate of Inspection:
 - 1. Elevators.
 - 2. Tests on performance of automatic sprinkler systems.
 - 3. Tests of electrical transformer sound levels.
 - 4. Approval of electrical work from governing authorities.

Project Record Documents: Submit to Architect at completion of Project, following Project Record Documents:

- A. Label each document "PROJECT RECORD" in neat large printed letters.
- B. Record information concurrently with construction progress.
 - 1. Do not conceal any work until required information is recorded.
- C. **Drawings:** Legibly mark to record actual construction:
 - 1. Depths of various elements of foundation in relation to finish first floor datum.
 - 2. Horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - 3. Location of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of structure.
 - 4. Field changes of dimension and detail.
 - 5. Changes made by Field Order or by Change Order.
 - 6. Details not on original Contract Drawings.
 - 7. **Required Copies:** One (1) Sepia and three (3) blue line prints.

- D. **Specifications and Addenda:** Legibly mark each Section to record:
 - 1. Manufacturer, trade name, catalog number, and Supplier of each Product and item of equipment actually installed.
 - 2. Changes made by Field Order or by Change Order.
 - 3. **Required Copies:** Three (3).
- E. At Contract close-out, deliver Record Documents to Architect for Owner.
- F. Accompany submittal with transmittal letter in duplicate, containing:
 - 1. Date.
 - 2. Project title and number.
 - 3. Contractor's name and address.
 - 4. Title and number of each Record Document.
 - 5. Signature of Contractor or his authorized representative.

Operating and Maintenance Data: Submit to Architect at completion of Project three (3) copies of the following Operating and Maintenance Data:

- A. Compile product data and related information appropriate for Owner's maintenance and operation of products furnished under Contract.
- 1. Provide operating and maintenance data as specified in other pertinent sections of Specifications.
- B. Instruct Owner's personnel in maintenance of products and in operation of equipment and systems.

Warranties and Service Contracts: Submit to Architect in accordance with requirements of Section 01 78 00 - "Closeout Submittals".

Spare Parts and Maintenance Materials: Submit Lists to Architect in accordance with requirements of Section 01 78 00 - "Closeout Submittals".

Evidence of Payment and Release of Liens: Submit to Architect in accordance with requirements of Section 00 72 13 - "General Conditions of the Contract" and Section 00 73 00 - "Supplementary Conditions" and Section 01 78 00 - "Closeout Submittals".

Certificate of Insurance for Products and Completed Operations: Submit to Architect in accordance with requirements of Section 00 72 13 - "General Conditions of the Contract" and Section 00 73 00 - "Supplementary Conditions".

FINAL ADJUSTMENT OF ACCOUNTS

General: Submit a final statement of accounting to Architect.

Form: Statement shall reflect all adjustments to the Contract sum:

- A. The original Contract Sum.
- B. Additions and deductions resulting from:
 - 1. Previous Change Orders.
 - 2. Unit Prices.
 - 3. Deductions for uncorrected Work.
 - 4. Other adjustments.
- C. Total Contract Sum, as adjusted.
- D. Previous payments.
- E. Sum remaining due.

Final Adjustment: Architect will prepare a final Change Order, reflecting approved adjustments to Contract Sum which were not previously made by Change Orders.

FINAL APPLICATION FOR PAYMENT

General: Contractor shall submit Final Application for Payment in accordance with procedures and requirements stated in Conditions of Contract.

PART TWO - PRODUCTS - (Not Applicable)

PART THREE - EXECUTION - (Not Applicable)

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End of Section 01 70 10

PART ONE - GENERAL**RELATED DOCUMENTS**

General: Bidding and/or Negotiation Requirements, General Conditions of the Contract, Supplementary Conditions, pertinent portions of sections in Division 1 of the Project Specifications and the Drawings shall apply to the Work of this Section.

WORK INCLUDED

Scope: Provide all requirements for Grades, Lines and Levels as specified herein.

RELATED REQUIREMENTS

General: Following related requirements are included or specified in other sections:

- A. Basic responsibilities of all Parties to Contract: Section 00 72 13 and Section 00 73 00
- B. Summary of Work: Section 01 11 00

EXAMINATION OF PROJECT SITE

General: Contractor is requested to visit existing Project site or building, compare drawings and specifications with any Work in place, and inform themselves of all conditions, including other Work, if any, being performed.

Notice: Failure to visit site will in no way relieve Contractor from necessity of furnishing any material or performing any Work that may be required to complete Work in accordance with Drawings and Project Manual specifications. Any additional work required to complete Work of Project in accordance with Drawings and Project Manual Specifications shall be done so without additional cost to Owner.

PART TWO - PRODUCTS - (Not Applicable)**PART THREE - EXECUTION****LAYING OUT OF PROJECT WORK**

General: Upon entering Project site for purpose of beginning Work, locate general reference points; take such action as is necessary to prevent their destruction; lay out Work; be responsible for lines, elevations, measurements of buildings, grading, paving, utilities, other Contract Work. Exercise proper precaution to verify figures indicated before laying out Work; errors resulting from failure to exercise precaution will be Contractor's responsibility. Notify Architect when ready to layout building so that Work may start in presence of Architect.

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End of Section 01 71 23.11

DIVISION 01 AND PATCHING

SECTION 01 73 29 - CUTTING

PART ONE - GENERAL

RELATED DOCUMENTS

General: Bidding and/or Negotiation Requirements, General Conditions of the Contract, Supplementary Conditions, pertinent portions of sections in Division 1 of the Project Specifications and the Drawings shall apply to the Work of this Section.

WORK INCLUDED

Scope: This section establishes general requirements pertaining to cutting (including excavating), fitting, and patching of the Work required to:

- A. Make its several parts fit together properly.
- B. Uncover portions of the Work to provide for installation of ill-timed work.
- C. Remove and replace defective work.
- D. Remove and replace work not conforming to requirements of Contract Documents.
- E. Remove samples of installed work as specified for testing.
- F. Provide routine penetrations of non-structural surfaces for installation of piping and electrical conduit.

RELATED REQUIREMENTS

General: Following related requirements are included or specified in other sections.

- A. Basic responsibilities of all Parties to Contract: Section 00 72 13 and Section 00 73 00
- B. Summary of Work: Section 01 11 00
- C. Substitutions and product options: Section 01 62 00
- D. Excavating and backfilling: Section 31 23 15

SUBMITTALS

General: Submit in accordance with requirements of Section 01340 - "Submittals and Shop Drawings".

Substitutions of Materials: Should conditions of Work or construction schedule indicate a change of products from original installation, Contractor shall submit a Request for Substitutions as specified in Section 01 62 00 - "Substitutions and Product Options".

Notice: Submit a written notice designating date and time work will be executed and/or uncovered.

PART TWO - PRODUCTS

MATERIALS

General: Comply with specifications and standards for each specific product or material involved.

PART THREE - EXECUTION

INSPECTION

General: Inspect existing conditions of Project, including elements subject to damage or to movement during cutting and patching. After uncovering work, inspect conditions affecting installation of Products, or performance of Work. Report unsatisfactory or questionable conditions to Architect in writing; do not proceed with Work until Architect has provided further instructions.

PREPARATION AND PROTECTION

Temporary Supports: Provide adequate support as necessary to assure structural value or integrity of affected portion of Work.

Protection: Provide devices and methods to protect other portion of Project from damage. Provide protection from elements for that portion of Project which may be exposed by cutting and patching work, and maintain any excavations free from water.

PERFORMANCE

General: Execute cutting and demolition by methods which will prevent damage to other work, and will provide proper surfaces to receive installation of repairs or replacement.

Excavations: Execute excavating and backfilling by methods which will prevent settlement or damage to other work.

Contractor: Employ original installer or fabricator to perform cutting and patching for:

- A. Structural concrete slabs, beams or columns.
- B. Weather-exposed or moisture-resistant elements.
- C. Sight-exposed finished surfaces.

Fitting and Adjustment: Execute fitting and adjustment of products to provide a finished installation to comply with specified products, functions, tolerances and finishes. Restore work which has been cut or removed; install new products to provide completed work in accordance with requirements of Contract Documents. Fit work airtight to pipes, sleeves, ducts, conduit and other penetrations through surfaces.

Finishes: Refinish entire surface as necessary to provide an even finish to match adjacent finishes:

- A. For continuous surfaces, refinish to nearest intersections.
- B. For an assembly, refinish entire unit.

* * * * *

End of Section 01 73 29

PART ONE - GENERAL**RELATED DOCUMENTS**

General: Bidding and/or Negotiations Requirements, General Conditions of the Contract, Supplementary Conditions, pertinent portions of sections in Division 1 of the Project Specifications and the Drawings shall apply to the Work of this Section.

WORK INCLUDED

Scope: Execute cleaning and waste management, during progress of Work, and at completion of Work, as required by Section 00 72 13 - "General Conditions of the Contract" and as specified herein.

RELATED REQUIREMENTS

General: Following related requirements are included or specified in other sections:

- A. Summary of Work: Section 01 11 00
- C. Cleaning for specific products or work: Project Manual Specification Section for that work.

DISPOSAL REQUIREMENTS

General: Conduct cleaning and disposal operations to comply with codes, ordinances, regulations and anti-pollution laws.

PART TWO - PRODUCTS**MATERIALS**

Cleaning Products: Contractor shall use only cleaning materials as follows:

- A. Use only those cleaning materials which will not create hazards to health or property and which will not damage surfaces.
- B. Use only those cleaning materials and methods recommended by manufacturer of surface material to be cleaned.
- C. Use cleaning materials only on surfaces recommended by cleaning material manufacturer.

PART THREE - EXECUTION**DURING CONSTRUCTION**

General: Execute periodic cleaning to keep Work, site and adjacent properties free from accumulations of waste materials, rubbish and windblown debris, resulting from construction operations.

Waste Collection: Provide on-site containers for collection of waste materials, debris and rubbish.

Waste Disposal: Remove waste materials, debris and rubbish from site periodically and dispose of at legal disposal area away from Project site.

DUST CONTROL

General: Clean interior spaces prior to start of finish painting and continue cleaning on an as-needed basis until painting is finished. Schedule operations so that dust and other contaminants resulting from cleaning process will not fall on wet or newly-coated surfaces.

FINAL CLEANING

General: Remove grease, mastic, adhesives, dust, dirt, stains, fingerprints, labels, and other foreign materials from sight-exposed interior and exterior surfaces.

Quality Control: Employ skilled workmen for final cleaning.

Gloss Surface Finishes: Polish glossy surfaces to a clear shine.

Ventilating Systems: Clean H.V.A.C. Systems as follows:

- A. Clean permanent filters and replace disposable filters if units were operated during construction.
- B. Clean ducts, blowers and coils if units were operated without filters during construction.

Exterior: Broom clean exterior paved surfaces; rake clean other surfaces of grounds.

Interior: Prior to final completion, or Owner occupancy, Contractor shall conduct an inspection of sight-exposed interior and exterior surfaces, and all work areas, to verify that entire work is clean.

- A. Owner will assume responsibility for cleaning after final acceptance of Project.

* * * * *

End of Section 01 74 00

DIVISION 01 CLOSEOUT SUBMITTALS

SECTION 01 78 00 –

PART ONE - GENERAL

RELATED DOCUMENTS

General: Bidding and/or Negotiation Requirements, General Conditions of the Contract, Supplementary Conditions, pertinent portions of sections in Division 1 of the Project Specifications and the Drawings shall apply to the Work of this Section.

WORK INCLUDED

Scope: Contractor shall furnish to Architect for forwarding to Owner all Warranties, Bonds, Service and Maintenance Contracts, Spare Parts Lists and other Lists as specified herein.

RELATED REQUIREMENTS

General: Following related requirements are included or specified in other sections:

- A. Performance Bond and Labor and Material Payment Bond: Section 00 72 13 and Section 00 73 00
- B. General Warranty of Construction: Section 00 72 13
- C. Contract closeout: Section 01 70 10
- D. Operating and Maintenance Data: Section 01 70 10
- E. Warranties required for specific products: Each respective section of Specifications.
- F. Provisions of Warranties; Duration: Respective section of Specifications which specifies product.

SUBMITTALS

General: Contractor shall assemble and submit warranties, bonds, service and maintenance contracts and parts lists, execute by each respective manufacturers, suppliers and subcontractors as specified herein.

Number of Required Original Signed Copies: three (3) each.

Warranties: Submit required number of all warranties, required under each individual Specification section. Submit two (2) copies of Warranty List in attached form (Page 01740-3) showing name of subcontractor or supplier, material or equipment under warranty, number of years of warranty and starting date of warranty. In those cases where an additional letter or brochure is attached, it shall be so noted in "Remarks" column on form.

Bonds: Submit required number of all Bonds.

Service and Maintenance Contracts: Submit required number of all Service and Maintenance Contracts under each individual Specification section. Submit two (2) copies of Service and Maintenance Contracts List in attached form (Page 01740-4) showing name of company holding said contract, material or equipment under such contract, number of years of contract and starting date of said contract. In those cases where an additional letter or brochure is attached, it shall be so noted in "Remarks" column on Form.

Spare Parts Lists: Submit Spare Parts Lists for those spare parts specified under each individual Specification section. Submit two (2) copies of Spare Parts Lists in attached form (Page 01740-5) showing name of manufacturer and product name or number; name of material supplier and amount supplied.

Submittal Requirements: These submittals shall be prepared in duplicate packets as follows:

- A. **Format:** White paper sheets, 8-1/2 inch x 11 inch, prepunched for 3-ring binders. Fold larger sheets to fit into binders.
- B. **Table of Contents:** Neatly typed, in orderly sequence.
- C. **Binders:** Commercial quality, three-ring, with durable and cleanable plastic covers.
 - 1. **Covers:** Identify each packet with typed or printed title:
 - a. **"WARRANTIES, BONDS, SERVICE CONTRACTS AND SPARE PARTS LISTS"** and with title of Projects and name of Contractor.

Time of Submittals: These submittals shall be made within time frames as follows:

- A. For equipment or component parts of equipment put into service during progress of construction, submit documents within 10 days after inspection and acceptance.
- B. Otherwise make submittals within ten days after Date of Substantial Completion, prior to final request for payment.
- C. For items of work, where acceptance is delayed materially beyond Date of Substantial Completion, listing date of acceptance as start of warranty period.

PART TWO - PRODUCTS - (Not Applicable)

PART THREE - EXECUTION - (Not Applicable)

* * * * *

End of Section 01 78 00

PART ONE - GENERAL**RELATED DOCUMENTS**

General: Bidding and/or Negotiations Requirements, General Conditions of the Contract, Supplementary Conditions, pertinent portions of sections in Division 1 of the Project Specifications and the Drawings shall apply to the Work of this Section.

WORK INCLUDED

Scope: Provide all required materials, equipment and labor to execute required Selective Demolition as indicated on Drawings and specified herein.

RELATED REQUIREMENTS

General: Following related requirements are included or specified in other sections:

- A. Protection of Persons and Property: Section 00 73 00
- B. Summary of Work: Section 01 11 00
- C. Cutting and patching: Section 01 71 29
- D. Salvaged materials: Section 01 61 00
- E. Cleaning: Section 01 74 00

QUALITY ASSURANCE

Safety: Contractor shall be responsible for all safety code requirements and control thereof.

Protection: Contractor shall take all precautions necessary to guard against movement, settlement, collapse or other damage to existing construction and finished grades. Repair any damage to original condition.

Shoring: If Drawings indicate that shoring is required or the Contractor anticipates using shoring; the Contractor shall employ an experienced, responsible specialized contractor to shore and brace the existing structure.

PROJECT CONDITIONS

Existing Conditions: Owner assumes no responsibility for actual conditions of structures or portions thereof to be demolished.

Notice: Use of explosives is not permitted.

PART TWO - PRODUCTS - (Not Applicable)**MATERIALS**

Existing Materials to be Reused: For those materials to be reused, refer to requirements of Section 01 61 00 - "Materials and Equipment".

PART THREE - EXECUTION**INSPECTION**

General: Prior to execution of demolition work, inspect all area that will be removed and areas adjacent. Notify Architect in writing of any detrimental conditions. Do not proceed until all conditions are satisfactory.

PREPARATION

Dust Control: Construct temporary enclosures between occupied areas and areas of demolition Work of all contractors. Seal enclosure tightly and provide sufficient fans to exhaust dust laden air.

Shoring: Provide shoring to support existing structure prior to removal of elements to be demolished or removed.

DEMOLITION

Operations: Conduct Demolition operations and removal of debris, to ensure minimum interference with roads, streets, walks, other adjacent occupied or used areas as follows:

- A. Ensure safe passage of persons around area of demolition. Conduct operations to prevent injury to adjacent buildings, structures, other facilities, and persons.
- B. Accomplish Work with minimum amount of noise and disruption to existing functions.
- C. Plan and protect shoring from being displaced during demolition of adjacent elements.

Salvage: Readily salvageable items not indicated on drawings for relocation, but which Owner may request, shall be salvaged with minimum damage and moved to storage locations on Project site as directed by Owner. These items to remain Owner's property. Remove completely from site all other items indicated on Drawings to be removed.

Debris: Remove as it accumulates in accordance with requirements of Section 01710 - "Cleaning".

* * * * *

End of Section 02 41 19.13

DIVISION 03 SECTION 03453 - ARCHITECTURAL PRECAST CONCRETE PANELS

PART ONE - GENERAL

RELATED DOCUMENTS

General: Bidding and/or Negotiations Requirements, General Conditions of the Contract, Supplementary Conditions, pertinent portions of sections in Division 1 of the Project Specifications and the Drawings shall apply to the Work of this Section.

WORK INCLUDED

Scope: Provide Architectural Precast Concrete Panels as specified herein and as indicated on the drawings.

Work Included: Manufacturer to provide all labor, materials, equipment and related services required for the fabrication of Architectural Precast Concrete Panels and shapes as shown in the contract documents.

Note: Installer to provide all labor, materials, equipment and related services required for the complete erection and finishing of all Architectural Precast Concrete Panels as shown in the contract documents and in conformance with the manufacturer's installation procedures, including:

- A. Internal connections to structural framing.
- B. Anchorages, suspension systems, welding, adhesives and sealants.
- C. Joint preparation, tape and bedding, patching and fastener concealment.
- D. Finishing and preparation of Architectural Precast Concrete Panels or work of other trades.

RELATED WORK

General: Following items of related work are included in other sections:

- A. Steel Framing and Furring members: Sections in Division 05.
- B. Miscellaneous metals, angles, shims and fasteners: Section 05500.
- C. Brackets, steel rods and plates embedded in the Architectural Precast Concrete Panels as indicated on the drawings: Section 05500.

DESIGN RESPONSIBILITY

General: Manufacturer to design individual pieces to conform to the design and details contained in the contract documents. Any desired changes to the details shall be noted and submitted with shop drawings.

Note: Installer to note potential conflicts with installation as designed, and any proposed changes will be submitted for review.

Installation: Installation will be as shown in approved shop drawings.

QUALITY ASSURANCE

Erector Qualifications: Erector will have completed at least five projects comparable in size and scope to this contract. The erector must demonstrate the ability to erect and finish the material within project schedules.

SUBMITTALS

General: Submit in accordance with requirements of Section 01 33 23 - "Shop Drawings, Product Data and Samples".

Samples: Submit a minimum of three 12 inch by 12 inch flat samples with a representative finish as specified.

Shop Drawings: Submit complete shop drawings fully detailing each piece. Indicate attachment methods, joint treatments, supports, suspension systems and location of the members. Also indicate the relation of Architectural Precast Concrete Panels to any light fixtures, electrical outlets, mechanical fixtures or diffusers, structural steel framing and any other items affecting the installation of the Architectural Precast Concrete Panels. All openings will be field cut as required unless noted on the approved shop drawings.

Manufacturer's Installation Procedures: Submit copies of the manufacturer's literature describing recommended joint treatments, tape and bed methods, patching, adhesives, fasteners and fastener concealment procedures.

Test Report: Submit test reports by testing laboratories showing compliance with data contained in this document.

Certification: Submit manufacturer's certificate describing the composition of the Architectural Precast Concrete Panels material, cement type, polymer content, glass type, sand or aggregate type and typical properties of the material. Combustible materials contained within Architectural Precast Concrete Panels pieces will not be acceptable.

Mock-Ups: After approval of shop drawings, samples and other submittals and prior to beginning production, submit one full size mock-up of representative members to be fully erected by the installation contractor. Mock-up should include any embeds, supports or hangers common to the total project. Written approval is required of mock-up before production of Architectural Precast Concrete Panels is started. After acceptance, mock-ups will be incorporated into the job.

SUBSTITUTIONS

General: For products specified herein, Bids shall be based on products named in Project Manual, or on items which Architect has designated as an "approved equal". A product not named in Project Manual or that is not approved by Architect will only be acceptable when such product meets all other requirements of Project Specifications, including specifications of originally specified products' manufacturer as of date of Contract Documents.

Requests for Substitutions: Requests for Architects approval of a product as equal will not be considered unless sufficient data for evaluation is received by Architect seven (7) days prior to the Bid Opening Date.

Submittals: Submit a separate request for each Product in accordance with requirements of Section 01 62 00 - "Substitutions and Product Options".

Note: Architect's or Owner's approval of an item for a previous project does not constitute approval for this Project.

HANDLING AND STORAGE

Shipping: All Architectural Precast Concrete Panels shall be carefully loaded and packed for transportation exercising customary and reasonable precaution against damage while in transit. All product shall be released to freight carrier in a sound, unblemished and unbroken condition. Inspect

product from crates for any damage from shipping. Notify freight carrier of any hidden damage. Inspect product for any variations in color, finish, tolerance or design as shown on manufacturer's shop drawings or architect's plans. Report any discrepancy to manufacturer.

Handling: All Architectural Precast Concrete Panels shall be received and unloaded at the project site by competent workmen with the necessary care and handling to avoid damage and soiling.

Storage: The pieces shall be stored on the job site in the same crating and packaging used for shipment. The packages and/or crates shall be stored on a level area clear of the ground and protected from the weather and other trades. If pieces are to be stored after uncrating, they should be placed carefully on edge and secured on non-staining supports. Pieces shall be stacked a maximum of one row high and protected from the weather and damage.

WARRANTY

General: Manufacturer will warrant all material against defect for one year after acceptance of final installation.

Note: Installer will warrant installation and installation materials for one year after acceptance.

PART TWO - PRODUCTS

COMPOSITION

General: All Architectural Precast Concrete Panels shall be a matrix of proprietary ingredients including cement, crushed and graded stone, virgin polypropylene fiber, iron oxide pigment, and admixtures necessary to achieve required physical properties. Ingredients include:

- A. **Cement:** Portland Type I White meeting ASTM C150.
- B. **Aggregate:** Graded and washed natural sands and crushed graded stone meeting ASTM C33, except that gradation may vary to achieve desired finish and texture.
- C. **Fiber:** Virgin homopolymer polypropylene non-fibrillated fibers.
- D. **Coloring:** Inorganic synthetic iron oxide pigments meeting ASTM C979 dispersed integrally throughout the mix.
- E. **Admixtures:** Proprietary list of ingredients necessary to achieve required air entrainment, low permeability, accelerated cure, increased flexural and compressive strength and freeze-thaw resistance.

RELATED MATERIALS

Mechanical Fasteners (Lugs): 1/4 inch by 20 female threaded stainless steel anchors shall be cast in the rear of each medallion by manufacturer. Manufacturer shall provide 1/4 inch by 20 stainless steel studs to be threaded into anchors at job site. Studs shall project from rear of medallion a minimum of 1 inch into hole drilled in the structural substrate of the mounting wall.

Adhesive: Solvent based construction adhesive. Cement mortar or thinset manufactured specifically for vertical tile or masonry bonding and incorporating bonding agent in cement mix.

Joint Finishing: Caulked joints and perimeter shall be caulking sealant type and color recommended by caulking manufacturer and approved by architect. Grouting or pointing mortar shall be composed of one part non-staining cement (ASTM C91), one part hydrate lime (ASTM C207 Type S) and four parts clean, washed sand (ASTM C144). Coloring pigments may be added as required. The architect shall approve color of mortar before proceeding with grouting or pointing.

FABRICATION

General: Architectural Precast Concrete Panels shall be manufactured in accordance with manufacturer's strict guidelines for ingredient ratios, material mixing and consolidation, mold surface integrity, color and finish uniformity and curing methods for maximum strength achievement.

PART THREE - EXECUTION

INSPECTION

General: Inspect adjacent construction for conditions that would prevent proper installation of Architectural Precast Concrete Panels. Inspect substrate for soundness and surface adhesion quality.

INSTALLATION

General: Install Architectural Precast Concrete Panels true, plumb and level in accordance with manufacturer's installation instructions and TechData sheet. All pieces shall be set by experienced and qualified stone masons or tile setters in accordance with the shop drawings.

- A. All substrate to receive Architectural Precast Concrete Panels shall be prepared as indicated in manufacturer's data sheet. Substrate shall be clean of any oil, paint, dust or debris. Surface shall be smooth, level sound and capable of a successful and permanent adhesion to the setting material.
- B. When setting with mortar all pieces not thoroughly wet shall be drenched with clear potable water and excess water removed just prior to setting.
- C. Unless otherwise noted, every piece shall be set in a full bed of mortar with all vertical joints flushed full. All anchors shall be firmly in place and all anchor holes and similar holes filled completely with mortar.
- D. After setting, if required, each piece shall be braced with a diagonal support to the face and rest on a previously installed temporary horizontal ledger to be removed after full cure of setting material. The face of each piece shall then be sponged off to remove any splashed mortar or mortar smears.
- E. All pieces shall protected from splashing mortar or damage by other trades. Any foreign matter splashed or rubbed on the pieces shall be removed immediately.
- F. A foam or wood "plug" 1/2 " larger than the intended piece shall be temporarily installed on the substrate in applications where Architectural Precast Concrete Panels are not immediately available or construction conditions prohibit a timely installation. This plug shall be removed and typical installation shall proceed according to this section.

PATCHING

General: The repair of chipped or damaged Architectural Precast Concrete Panels shall be done only by mechanics skilled in this work with materials furnished by the manufacturer and according to his direction.

Note: Architectural Precast Concrete Panels shall show no obvious repairs or imperfections other than the minimal color variations when viewed with the unaided eye under good typical lighting.

CLEANING

General: The face of all Architectural Precast Concrete Panels shall be cleaned where necessary by scrubbing with a bristle fiber brush, using soap powder and water and shall be rinsed thoroughly with clean running water. No acid or prepared cleaners shall be used without the approval of the Architectural Precast Concrete Panels manufacturer.

SEALING

General: After cleaning and drying and full cure of any cementitious grouts (approximately 30 days), Architectural Precast Concrete Panels shall be sealed with silicone stearate solution. (Example: Advance Chemical Technology's Sil-Act 22 or General Electric Silicon's PWR 255 or equal.) Follow sealer manufacturer's instructions and apply to inconspicuous test area to determine job specific results.

* * * * *

End of Section 03 45 00

DIVISION 07 JOINT SEALANTS

SECTION 07 92 00 -

PART ONE - GENERAL

RELATED DOCUMENTS

General: Bidding and/or Negotiations Requirements, General Conditions of the Contract, Supplementary Conditions, pertinent portions of sections in Division 1 of the Project Specifications and the Drawings shall apply to the Work of this Section.

WORK INCLUDED

Scope: Provide joint sealants as indicated on Drawings and specified herein.

SUBMITTALS

General: Submit in accordance with requirements of Section 01 33 23 - "Shop Drawings, Product Data and Samples".

Product Data; Joint Sealers: Submit manufacturer's product specifications, handling/installation/curing instructions, and performance tested data sheets for each elastomeric product required.

SUBSTITUTIONS

General: For products specified herein, Bids shall be based on products named in Project Manual, or on items which Architect has designated as an "approved equal". A product not named in Project Manual or that is not approved by Architect will only be acceptable when such product meets all other requirements of Project Specifications, including specifications of originally specified products' manufacturer as of date of Contract Documents.

Requests for Substitutions: Requests for Architects approval of a product as equal will not be considered unless sufficient data for evaluation is received by Architect seven (7) days prior to the Bid Opening Date.

Submittals: Submit a separate request for each Product in accordance with requirements of Section 01 62 00 - "Substitutions and Product Options".

Note: Architect's or Owner's approval of an item for a previous project does not constitute approval for this Project.

JOB CONDITIONS

Weather Conditions: Do not proceed with installation of liquid sealants under unfavorable weather conditions. Install elastomeric sealants when temperature is in lower third of temperature range recommended by manufacturer for installation.

PART TWO - PRODUCTS

GENERAL MATERIALS

General Sealer Performance Requirements: Provide colors indicated, or, if not otherwise indicated, as selected by Architect from manufacturer's standard colors. Select materials for compatibility with joint surfaces and other indicated exposures, and except as otherwise indicated select modulus of elasticity and hardness or grade recommended by manufacturer for each application indicated.

ELASTOMERIC SEALANT MATERIALS

Two-Component Polyurethane Sealant: Polyurethane based, two-part elastomeric sealant, complying with FS TT-S-001543, Class A, Type 2 (non-sag) unless Type I recommended by manufacturer for application shown.

- A. **Product Use:** Sealing joints and openings in exterior concrete precast where joint sealants are indicated.
- B. **Products:** Pecora, "Dynatrol II"; Silkaflex – "2c NS"; Tremco "Dymeric 511"; or approved equal.
- C. **Color:** To match as close as possible adjacent materials from manufacturer's special color selections for exterior insulation and finish systems.

MISCELLANEOUS MATERIALS

Joint Primer/Sealer: Provide type of joint primer/sealer recommended by sealant manufacturer for joint surfaces to be primed or sealed.

Bond Breaker Tape: Polyethylene tape or other plastic tape as recommended by sealant manufacturer to be applied to sealant-contact surfaces where bond to substrate or joint filler must be avoided for proper performance of sealant. Provide self-adhesive tape where applicable.

Sealant Backer Rod: Compressible rod stock of polyethylene foam, polyethylene jacketed polyurethane foam, butyl rubber foam, neoprene foam or other flexible, permanent, durable nonabsorptive material as recommended by sealant manufacturer for compatibility with sealant.

PART THREE - EXECUTION

INSPECTION

General: Installer must examine conditions under which caulking and sealants work is to be performed and must notify Contractor and Architect in writing of unsatisfactory conditions. Do not proceed with work until all unsatisfactory conditions have been corrected in manner acceptable to Installer.

MANUFACTURER'S INSTRUCTIONS

General: Comply with manufacturer's printed instructions except where more stringent requirements are shown or specified, and except where manufacturer's technical representative directs otherwise.

JOINT PREPARATION

Cleaning: Clean joint surfaces immediately before installation of sealant or caulking compound. Remove dirt, insecure coatings, moisture and other substances which could interfere with bond of sealant or caulking compound.

Etch concrete and masonry joint surfaces as recommended by sealant manufacturer. Roughen vitreous and glazed joint surfaces as recommended by sealant manufacturer.

Priming: Prime or seal joint surfaces where indicated, and where recommended by sealant manufacturer. Do not allow primer/sealer to spill or migrate onto adjoining surfaces.

INSTALLATION

Joint Filler: Set joint filler units at proper depth or position in joint to coordinate with other work, including installation of bond breakers, backer rods and sealants. Do not leave voids or gaps between ends of joint filler units.

Bond Breaker: Install bond breaker tape where indicated and where required by manufacturer's recommendations to ensure that elastomeric sealants will perform properly.

Methods: Employ only proven installation techniques, which will ensure that sealants are deposited in uniform, continuous ribbons without gaps or air pockets, with complete "wetting" of joint bond surfaces equally on opposite sides. Except as otherwise indicated, fill sealant rabbet to a slightly concave surface, slightly below adjoining surfaces. Where horizontal joints are between a horizontal surface and vertical surface, fill joint to form a slight cove, so that joint will not trap moisture and dirt.

Installation: Install sealant to depths as shown or, if not shown, as recommended by sealant manufacturer but within following general limitations, measured at center (thin) section of bead:

- A. For normal moving joints sealed with elastomeric sealants but not subject to traffic, fill joints to a depth equal to 50% of joint width, but neither more than 1/2 inch deep nor less than 1/4 inch deep.
- B. For joints sealed with non-elastomeric sealants and caulking compounds, fill joints to a depth in range of 75% to 125% of joint width.

Spillage: Do not allow sealants or compounds to overflow or spill onto adjoining surfaces, or to migrate into voids of adjoining surfaces. Clean adjoining surfaces by whatever means may be necessary to eliminate evidence of spillage.

CURE AND PROTECTION

General: Cure sealants and caulking compounds in compliance with manufacturer's instructions and recommendations, to obtain high early bond strength, internal cohesive strength and surface durability. Advise Contractor of procedures required for cure and protection of joint sealers during construction period, so that they will be without deterioration or damage (other than normal wear and weathering) at time of Substantial Completion.

* * * * *

End of Section 07 92 00

Architecture+

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Architectural Professionals
A Professionalized Organization
Washington Plaza, Suite 400
1000 Woodbridge Blvd
Minnetonka, Minnesota 55345

ARCHITECTURAL
 ON COVER SHEET
 AND PLANS, ELEVATIONS AND DETAILS

1. REMOVE AND RE-ATTACH ALL EXISTING PANELS, REPLACE ALL DAMAGED PANELS AS REQUIRED.
2. REMOVE ALL ITEMS THAT CONFLICT WITH INSTALLATION OF NEW WORK, REINSTALL OR REPLACE AS REQUIRED.
3. PROTECT ALL EXISTING FURNISHINGS ADJACENT TO NEW WORK, REPAIR ANY DAMAGE CAUSED BY NEW WORK.
4. POWERWASH ENTIRE NORTH ELEVATION OF BUILDING.
5. APPLICABLE CONSTRUCTION INTERNATIONAL BUILDING CODE (IBC).
6. GENERAL CONTRACTOR TO PROVIDE IF HIGH TEMPORARY SECURITY FORCE AS REQUIRED.

[illegible]
SITE /ORIENTATION PLAN
 SCALE: N.T.S.

2006	6/9/2006
Job No.	09038
Job Code	GGJH
Date	JULY, 2006
Revisions	
No.	Date
SEE 20060609038	

CS1

LOUISIANA UNIFORM PUBLIC WORK BID FORM

TO: Grambling State University
Purchasing Department
403 Main Street-Old President's Residence
Grambling, LA 71245
(Owner to provide name and address of owner)

BID FOR: Entry Panel Replacement
T. H. Harris Auditorium

(Owner to provide name of project and other identifying information)

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: Grambling State University Purchasing Department and Architecture + and dated: November 16, 2009
(Owner to provide name of entity preparing bidding documents.)

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA:** (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) _____

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" * but not alternates) the sum of:

_____ Dollars (\$ _____)

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1 *(Owner to provide description of alternate and state whether add or deduct)* for the lump sum of:

_____ Dollars (\$ _____)

Alternate No. 2 *(Owner to provide description of alternate and state whether add or deduct)* for the lump sum of:

_____ Dollars (\$ _____)

Alternate No. 3 *(Owner to provide description of alternate and state whether add or deduct)* for the lump sum of:

_____ Dollars (\$ _____)

NAME OF BIDDER: _____

ADDRESS OF BIDDER: _____

LOUISIANA CONTRACTOR'S LICENSE NUMBER: _____

NAME OF AUTHORIZED SIGNATORY OF BIDDER: _____

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: _____

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER **: _____

DATE: _____

* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

** If someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature authorization shall be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with La. R.S. 38:2212(A)(1)(c) or RS 38:2212(O) .

BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LA RS 38:2218.A is attached to and made a part of this bid.

LOUISIANA UNIFORM PUBLIC WORK BID FORM
UNIT PRICE FORM

TO: Grambling State University
Purchasing Department
403 Main Street-Old President's Residence
Grambling, LA 71245
(Owner to provide name and address of owner)

BID FOR:
Entry Panel Replacement
T. H. Harris Auditorium

(Owner to provide name of project and other identifying information)

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)

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REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)

Wording for "DESCRIPTION" is to be provided by the Owner.
All quantities are estimated. The contractor will be paid based upon actual quantities as verified by the Owner